



**National Park Service - Southwest Alaska Network**  
**Inventory & Monitoring Program**

**Specifications for Distribution of Reports for the  
Inventory and Monitoring Program**

**Southwest Alaska Network**

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Southwest Alaska Network Inventory & Monitoring Program  
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Version: December 2004

**File Name:** SWAN\_2004\_SWAN\_ReportDistribution\_0412.doc

**Recommended Citation:**

Southwest Alaska Network. 2004. Specifications for distribution of reports for the Inventory and Monitoring Program Southwest Alaska Network. National Park Service. Anchorage, AK. 6 pg.

**Topic(s):**

Administrative, Interdisciplinary

**Theme Keywords:**

Reports, protocols, guidelines

**Placename Keywords:**

Alaska, Southwest Alaska Network

**Initial Distribution:**

Southwest Alaska Network Inventory and Monitoring Program, Guidelines Website:

<http://www.nature.nps.gov/im/units/swan/>

**Revisions:**

December 2004	Guidelines were reviewed by SWAN staff. Link to FOIA added. Finalized for SWAN purposes.
December 2003	Original version – draft version for region.

## Table of Contents

Introduction	4
What information may be distributed?	4
What to include with the report	4
Distribution:	4
Required:	4
Suggested:	5
References:	6

## Introduction

Once Inventory and Monitoring Program reports are completed, they should be made available to the public and other interested scientists.

### *What information may be distributed?*

- Any report receiving a Report Series Number (see “Specifications for Report Series Numbering for the Inventory and Monitoring Program, Alaska Region”).
- Any report qualifying under the Freedom of Information Act (5 USC 552). The Department of the Interior’s revised FOIA regulations and the Department’s Freedom of Information Act Handbook can be accessed at <http://www.doi.gov/foia/> for further information.

### *What to include with the report*

Send a cover letter with the report. The cover letter should include any citation information that is not already stated on the report, such as keywords, abstract, author, date, and place of publication. The cover letter should provide any additional specifications the library may require or desire (as noted below).

## Distribution:

### *Required:*

<b>Num. of Copies:</b>	<b>Mail To:</b>
1	Each park the report pertains to. Mail in care of the Resource Chief.
1	Each Network the report pertains to. Mail in care of the Network Coordinator.  Note: Send hardcopy and electronic Word/support documents. Electronic reports will be made available through a website/bibliographic database.
1	Each park or network’s archive. Mail in care of the curator.
4	Alaska Resources Library and Information Services (ARLIS) 3150 C. Street, Suite 100 Anchorage, Alaska 99503  Notes: <ul style="list-style-type: none"><li>• Send PDF file or URL where the document may be found.</li><li>• Request notification of ARLIS catalog number when the report has been cataloged. This returned information may be forwarded to the Network Data</li></ul>

	Manager or Regional Editor. It will be used to update the NPS bibliography (NatureBIB).
2	<p>UAA Consortium Library  3211 Providence Drive  Anchorage, Alaska 99508-4302  Contact: Marsha Callaway, Government Documents  (907)786-1974</p> <p>Notes: ARLIS does the cataloging, while they add the location of their copy.</p>
1	<p>National Park Service, Technical Information Center  C/O: Roberta Beer  12795 West Alameda Parkway  PO Box 25287  Denver, Colorado 80225</p> <p>Note: Send contact information about the author. Send the name of the park and the PMIS number associated with the project, if applicable.</p>
2	<p>Alaska State Library  Attn: Government Publications  PO Box G  Juneau, Alaska 99811  (907)465.2920</p>

***Suggested:***

Mail only to those who would be interested:

<b>Num. of Copies:</b>	<b>Mail To:</b>
1	<p>Forest Science Laboratory Library  Forest Soil References  PO Box 909  Juneau, Alaska 99802</p>
1	<p>National Marine Fisheries Services  Auke Bay Fisheries Laboratory Library  PO Box 155  Auke Bay, Alaska 99821</p>
1	<p>Rasmusen Library  University of Fairbanks  Fairbanks, Alaska 99775-5480</p>
1	<p>University of Alaska Wildlife Library  Department of Wildlife and Fisheries  216 Irving Building  Fairbanks, Alaska 99701</p>

	Note: For any wildlife references
1	US Geological Survey Branch Alaska Geology Library PO Box 80586 Fairbanks, Alaska 99708  Note: For any geological references

## References:

Southwest Alaska Network. 2004. Specifications for report series numbering for the Inventory and Monitoring Program, Southwest Alaska Network. National Park Service. Anchorage, AK. 12 pg